



**TAX TECHNICIAN III**  
**EXAM CODE: 4EQ09**

Department(s):	Board of Equalization
Opening Date:	June 23, 2014
Final Filing Date:	July 14, 2014
Exam Type:	Departmental Open
Salary:	\$2951.00 to \$3696.00
Location(s):	State-wide

## **INTRODUCTION**

**Written Test Date: September 13, 2014**

### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by **September 13, 2014** the written test date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (**not working title**). **Applications/resumes received without this information will be rejected.**

## **FILING INSTRUCTIONS**

Final Filing Date: July 14, 2014

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION**  
**BOARD OF EQUALIZATION**  
**450 N STREET, MIC: 17**  
**SACRAMENTO, CA 95814**

**Do not submit applications to the State Personnel Board/ CalHR.**

Applications (Form STD. 678) submitted by mail must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the final filing date. Applications are available at [jobs.ca.gov](http://jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job.

**Note:**

**Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will not be accepted for any reason.**

**Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.**

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin. Candidates are also responsible for obtaining proof of mailing or submission of their application to the Examination & Recruitment Section if necessary. Candidates are encouraged to contact the Examination & Recruitment Section (email: [boeexams@boe.ca.gov](mailto:boeexams@boe.ca.gov) or call: (916) 324-4807) to verify receipt of their application before the close-of-business on the final filing date.

## **SPECIAL TESTING ARRANGEMENTS**

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

## **REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

## **MINIMUM QUALIFICATIONS**

All applications must meet the following entrance requirements for this examination by September 13, 2014 the written test date.

### **EITHER I**

In the California state service, either: (a) one year of experience performing the duties of a Tax Technician II, Board of Equalization; or (b) 18 months performing the duties of a Tax Technician I, Board of Equalization, Range B

### **OR II**

Three years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules, and regulations pertaining to the tax programs administered by the Board of Equalization. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Tax Technician II, Board of Equalization.)

## EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

### Written Test – Weighted 100%

The written test will measure the experience in the following areas:

- A. Reading Comprehension
- B. Mathematics

## SELECTION PLAN

Written Test will be conducted on Saturday, **September 13, 2014.**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## POSITION DESCRIPTION

This is the advanced journey level of the series. Under general direction and with very little day-to-day supervision, incumbents serve as the expert staff resource responsible for the most difficult and complex technical duties. Incumbents may: provide the initial taxpayer contact on selected billings, delinquencies, and revocations of tax accounts and the less difficult collection cases; serve in a lead capacity over lower level Tax Technicians performing taxpayer interviewer duties; establish, clear, and control delinquencies of tax accounts; recommend liens or refunds and apply or refund unapplied credits, security, or citations; prepare complex adjustments to the accounts receivable system; review schedule type returns for transfers and questionable funding and allocate funds to state, county, local, and transit districts; review, evaluate, and process security; adjust billings and accounts receivable on petitioned cases; establish and maintain control on the proper filing of property statements; and recommend the granting of extensions of time or impose penalties.

Positions exist statewide with the Board of Equalization.

Various positions may require the incumbent to be fingerprinted.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** Modern office methods and procedures; business terminology as it relates to the tax programs administered by the Board of Equalization; rules, regulations, general organization, and procedures of the Board of Equalization; grammar, spelling, punctuation, and modern English usage; mathematics and in-depth knowledge of the laws, rules, regulations, policies, and procedures administered by the Board of Equalization.

**Ability to:** Communicate at a level required for successful job performance; perform mathematical computations; apply laws, rules, and regulations; interpret and use reference material; follow instructions; use tact and good judgment in dealing with fellow employees, the public, and other governmental entities; interpret written and numerical data; learn to utilize personal computer systems and software applications in the performance of technical work; communicate effectively over the telephone and in person; accept increasing responsibility; be flexible and adapt to changes in procedures and/or workload; apply and interpret well-defined sections of the laws, rules, and regulations governing the various tax programs administered by the Board of Equalization; recognize questions and/or situations outside of the employee's area of responsibility or knowledge and refer them to the appropriate person(s); independently research problems and take or recommend action; function effectively under pressure; work independently; serve in a lead capacity in advising and training less experienced and knowledgeable staff; work independently with minimal direction; and accept increasing responsibility for difficult and complex work and for accuracy and thoroughness in completed work.

## VETERANS PREFERENCE

Veterans' Preference: Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

## CAREER CREDITS

**Career Credits** do not apply and will not be added to the final score of this examination.

## CONTACT INFORMATION

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [jobs.ca.gov](http://jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [jobs.ca.gov](http://jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans' Preference Points:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022

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